

EDITED KSA LISTING

CLASS: ASSOCIATE ADMINISTRATIVE ANALYST (ACCOUNTING SYSTEMS)

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

--	--

	Knowledge of:
K1	Comprehensive knowledge of accounting principles and practices to provide the basis of analysis of accounting systems and procedures.
K2	Comprehensive knowledge of governmental accounting and budgeting to ensure an understanding of accounting practices for the state and its application.
K3	Basic knowledge of administrative survey principles and techniques in order to formulate and prepare fiscal analysis for the department.
K4	Basic knowledge of principles of organization, public administration and management in order to effectively work within the structure of the state government.
K5	Comprehensive knowledge of uniform accounting system and financial organization and procedures of the State of California in order to provide the basis of analysis of accounting systems and procedures.
K6	Comprehensive knowledge of office methods, equipment, and procedures in order to effectively utilize the resources at hand.
K7	Basic knowledge of statistical methods in order to effectively plan an analysis of accounting data.
K8	Basic knowledge of principles of personnel management in order to effectively write desk procedures and identify workload to appropriate level.
K9	Advanced knowledge of principles and procedures of automatic data processing systems (e.g., PC, spreadsheet, database, and word processing, etc.) in order to effectively utilize resources and analyze the application of systems for various tasks.

EDITED KSA LISTING

CLASS: ASSOCIATE ADMINISTRATIVE ANALYST (ACCOUNTING SYSTEMS)

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

--	--

	Skill to:
S1	Apply administrative survey principles and techniques to the analysis and development of accounting and financial organization, procedures, and problems of governmental agencies in order to effectively determine departmental accounting needs and to ensure compliance.
S2	Prepare questionnaires and interviews in order to effectively complete surveys and analyses.
S3	Analyze data and draw sound conclusions in order present recommendations to management.
S4	Prepare comprehensive reports and compile manuals of accounting procedures in order to provide data to management and ensure departmental compliance.

	Ability to:
A1	Establish and maintain cooperative relationships with representatives of public and private agencies in order to effectively accomplish the department's goals and mission.
A2	Communicate professionally (written and oral) utilizing tact and interpersonal skills to establish and maintain effective working relationships in all situations.
A3	Analyze situations accurately and adopt an effective course of action in order to resolve accounting issues.

EDITED KSA LISTING

CLASS: ASSOCIATE ADMINISTRATIVE ANALYST (ACCOUNTING SYSTEMS)

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

--	--

	Special Personal Characteristics
SPC1	Flexibility in order to handle a variety of assignments and changing priorities.
SPC2	Teamwork in order to effectively share ideas and skills.
SPC3	Set priorities and meet deadlines.
SPC4	Creatively apply problem solving and research skills to complex issues.
SPC5	Desire to grow and expand skills.